

Assignment:-Update and documentation operational procedure

- 1) List and define the benefits, purpose, writing style of operational procedure.
- 2) Write OP(operational procedure) on how to uninstallation of software from your W7(window7) computer
- 3) List and discusses SOP document tracking and archival
- 4) List elements of metadata required and markup required
- 5) What is the update, operational and documentation and procedure
- 6) How to update windows (7/10/8)? List the steps in each of windows.

 ASSIGNMENT

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ICT DEPERMENT

ANSWER

1. Operational procedures under pin the performance of an organization.
 - ❖ The purpose of this unit is to define the standard of performance to be achieved in the work place.
- 2.Hit the start button.
 - Select control panel- programs
 - Select the view installed updates option under programs & features
 - you'll find on up date history with a list of all installed updates.

3. Standard operating procedure (Sop) is often used to indicate these detailed instructions on how to do it.

- ★ The some of the important documents that every laboratory should have include.
- ★ Quality manual is the overall guiding document for the quality system and provides
- ★ Reference materials- good reference materials are needed in order to find scientific and clinical information.
- ★ Provide for the appropriate archiving of documents when they need to be replaced.
- ★ Sop are also documents and contain written step- by- step instructions that laboratory staff should meticulously follow when performing a procedure.

4. Substantial depth in some areas where judgement is required in planning and selecting appropriate equipment services and techniques for self and others.

- ❖ System or project related documentantation the comdidate is required to manage tasks the candidate is required to use concepts for evaluating & reshaping tasks.

5. Determine operational procedure requirements using review our comes

- Review current versions of technical and user documentation
- Undate technicall and user documentation to incorporate changes.

6. Windows 7:-

1. Start button
2. Control panel programs
3. View installed updates
4. Undate history
- ★ Window 10 undated:-
 1. Start button
 2. Update and security
 3. Windows update
 4. Aduanced options
 5. View your up date history

